DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1553.7
MPP-80
17 May 93

MARINE CORPS ORDER 1553.7

From: Commandant of the Marine Corps
To: Distribution List

Subj: USING THE BY NAME ASSIGNMENT SYSTEM

Ref: (a) MCO 1553.2
       (b) BNA Users Manual ver 2.3 (PCN 187 200000 00)
       (c) MCO 5200.24B

Encl: (1) Internal Management Control Checklist

1. <u>Purpose</u>. To provide information, guidance and
responsibilities concerning use of the By Name Assignment (BNA)
system.

2. <u>Cancellation</u>. MCBul 1553 of 26 Oct 92.

3. <u>Background</u>

    a. Reference (a) provides specific guidance for the
management of Marine Corps training institutions.

    b. During May 1990 BNA was developed and implemented
jointly by this Headquarters, the Commanding General, Marine
Corps Combat Development Command (MCCDC), and the Marine Corps
Central Design and Programming Activity (MCCDPA), Quantico, to
better manage students going through our training pipelines.
Using BNA, this Headquarters and the CG, MCCDC can act as
"training seat coordinators" among the different personnel
assignment agencies and evaluate the progress of our annual
training plans.

    c. As a management tool, BNA can improve the training
process by providing commanders with real-time information
about the date and type of formal training that is available.
BNA is a Defense Information Technology Services Organization
(DITSO) computer system that allows commands throughout the
world to look up information on courses and school seat
schedules, funding, and availability. BNA is maintained by
DITSO at the request and direction of the Marine Corps.

    d. Information extracted from BNA (washout rates from
schools, training time, school seat availability, etc.) will be
used to help this Headquarters plan the number of Marines to
train in an MOS.

    e. BNA is linked to the Army's Training System (ATRRS),
and will soon link to the Navy's Training System (NITRAS) and
the Air Force's Training System (AFTMS). As these interfaces
come on line, schools will enter student information into only
one system, and the student data will be transferred to BNA

automatically. Schools will still be responsible, however,
for student data displayed in BNA and for validating their
class rosters. Additionally, commanders assigning students to
other service courses can be assured that once student data is
entered into BNA it will be transferred to the other service's
computer system.

    f. BNA can be used to create a file of selected student
personnel data from the Marine Corps Total Force System (MCTFS)
for both active and reserve personnel. This BNA data file can
be downloaded for registration purposes to the Marine Corps
Automated Instructional Management System (MCAIMS).
Additionally, a BNA data file is available for use with MCAIMS
to print graduate address labels for student/supervisor
questionnaires.

    g. BNA is the Marine Corps Class I System used to collect
training workload data, to include entrants and graduates.
During a period of shrinking resources the proper and timely
reporting and validation of entrants and graduates to all
classes of instruction is extremely important.

    h. Reference (b) provides a detailed, step-by-step
walkthrough of the BNA system.

4. <u>Access</u>

    a. Military and civilian personnel who desire to view the
data contained in BNA must coordinate with their respective
local Terminal Area Security Officer (TASO) to obtain access
to Customer Information Control System (CICS) Production and
Natural Production at MCCTA Quantico, and read-only access to
BNA.

    b. Commanders who desire update access to BNA must request
User ID access to CICS Production and TSO through the local
TASO and supporting RASC or MCCTA, Quantico. Request one of
the following types of security access to BNA:

        (1) <u>Update</u>. For selected individuals at commands who
will issue personnel orders to formal schools. This type of
access will allow the user to add, change, move, or delete a
student from a class. Requests from commands other than
schools will be coordinated with the appropriate FMF commander.

        (2) <u>Upload/Download</u>. For selected individuals at
schools who wish to have the capability to upload or download
selected student manpower data from or to a MCAIMS file. This
type of access will also allow the user to add, change, move,
or delete a student from a class.

(3) <u>Validate</u>. Required for selected staff NCO's or officers at each formal school. This type of access will allow the user to add, change, move, or delete a student from a class, as well as validate the accuracy of a class roster.

5. <u>Action</u>

a. Reference (c) requires an internal control checklist for use by managers to ensure implementation of the order, establishing responsibilities, evaluating processes, and adhering to controls necessary to meet and accomplish the functional responsibilities of this Order. The checklist is found at enclosure (1).

b. <u>Manpower Plans and Policy Division, M&RA Department (CMC (MP))</u>

(1) Act as the overall functional sponsor for the manpower portion of BNA. This includes defining and validating manpower requirements of the system, its attendant interfaces, and supporting documentation (including the User's Manual, reference (b)).

(2) Use BNA data to validate the execution of the Training Input Plan (TIP) and the Training Quota Memorandums (TQM).

(3) Monitor output reports to ensure that systems interfaces are working as intended. Coordinate with the appropriate agency to resolve any systems interface problems.

(4) Coordinate the resolution of BNA system problems and modification requests with the CMC (MI).

(5) In conjunction with MCCTA Quantico, provide users the appropriate computer security access to BNA.

c. <u>Personnel Management Division, M&RA Department (CMC (MM))</u>

(1) Use BNA to determine class reporting and graduation dates, school seat availability, and prerequisites.

(2) Ensure that Marines attending schools as a result of the CMC (MM) action are entered into BNA not less than 45 days (21 days in the case of entry level assignments), prior to the class reporting date. Entries will be effected via the existing automated processes, i.e., Automated Order Writing Process (AOWP), Recruit Distribution Model (RDM), Officer Slate, or on-line data entry.

(3) Direct any problems with TQM text or schedules in BNA to the CG, MCCDC (C 463FT).

(4) Ensure students report to their assigned school as directed in the TQM.

d. <u>Manpower Management Information Systems Division, M&RA Department (CMC (MI))</u>

(1) Act as the overall system sponsor for BNA.

(2) Task the appropriate agency to perform developmental work and modifications to BNA and its interfacing systems, as required.

(3) Support ad-hoc report retrieval requests for HQMC users.

(4) Act as the principal HQMC staff agency responsible for coordinating and monitoring all system modifications that may affect BNA and other interfacing systems with the Director, DITSO Quantico; Director, MCSA Kansas City; the CG, MCCDC; and the CG, MCRSC and other outside agencies.

(5) Coordinate and conduct an annual systems review with the CMC (MP) and the CG, MCCDC to determine if BNA is satisfying the operational and technical requirements of the Marine Corps.

e. <u>Commanding General, Marine Corps Combat Development Command</u>

(1) Act as the overall functional sponsor for all formal school training data used by BNA. This includes defining, monitoring, and validating the training data derived from your Training Requirements and Resources Management System (TRRMS) interface with BNA, and the "boilerplate" text information. Also, coordinate the interface requirements between BNA and TRRMS with the CMC (MI).

(2) Generate separate TQM's for each formal course of instruction (separate Tqm's must also be published by location, i.e., the same class taught at two sites) that Marines or other USMC-sponsored students attend. The only exceptions are courses attended only by USMC-sponsored civilians. For each subsequent fiscal year (out-year), ensure all Tqm's are approved and entered into BNA not later than 1 June of the current fiscal year.

(3) Ensure that each approved TQM and each TQM revision accurately appears in BNA not more than seven days after approval.

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(4) Class completion entries, for schools under your cognizance, must be made in BNA no more than seven days after the students graduate. Students who attrite will be flagged immediately, but not later than seven days after class completion.

(5) Ensure that schools under your cognizance validate classes not later than seven days after class completion.

(6) Using existing systems procedures, reconcile training data between TRRMS and BNA every other month, starting with January of each year.

(7) Ensure that other service Tqm's contain correct school and course codes, as identified by the host service BNA equivalent (e.g., ATRRS, NITRAS or AFTMS).

(8) Coordinate with the CMC (MI), in advance, any changes to TRRMS and/or MCAIMS that may affect BNA.

   f. Other Headquarters Marine Corps Staff Agencies and Commanders Ordering Personnel to Formal Schools

(1) Use BNA to determine class reporting and graduation dates, school seat availability, and prerequisites.

(2) Ensure that both military and civilian personnel under your cognizance are entered in BNA, against your respective quotas, not less than 45 days prior to the class reporting date. Changes or deletions can be made up to the reporting date.

(3) Direct liaison is authorized for the purpose of switching like school seat quotas between organization, e.g., OE FL (enlisted FMFLANT) to OE FP (enlisted FMFPAC). Should the command not be able to fill or transfer quotas, notify the CMC (MPP-80) by message, NAVGRAM, or ELMS at least 30 days prior to the class report date.

(4) Direct any problems with TQM text or schedules in BNA to the CG, MCCDC (C 463FT).

(5) Ensure students report to their assigned school as directed in the TQM.

g. <u>Marine Corps Formal Schools, Marine Corps
Representatives, Marine Corps Administrative Detachments,
and Marine Corps Security Force Battalion Schools.</u>

(1) Ensure that all students (Marines, military
personnel of other services, and civilians) are accurately
reflected in BNA, for the class they are attending, within 5
days of class assignment.

(2) Ensure that a valid completion flag is entered
against each student. The completion flag will indicate that
the student either graduated, washed out, or did not attend.

(3) Validate the class completion roster not later
than seven days after class graduation.

(4) Ensure that each student identified for follow-on
training at another school, or for another course, is entered
into BNA for the appropriate course and class as soon as he/she
is identified, and before they are physically transferred, in
accordance with the procedures outlined in paragraph 5e of this
order.

(5) When class schedules change, ensure that the CG,
MCCDC (C 463FT) is notified of the change not less than 120
days prior to the report date of the class. It is recognized
that some schedules will be updated less than 120 days prior to
the class reporting date; these updates must be minimized, and
will still require that the CG, MCCDC (C 463FT) be notified
immediately. This time parameter is critical in that it allows
the various manpower and training management echelons an
adequate response time.

(6) Direct any problems with TQM text or schedules
in BNA to the CG, MCCDC (C 463FT).

(7) Notify the CG, MCCDC (C 463FT), whenever the BNA
class roster shows that the minimum class capacity will not be
attained 30 days prior to the class convene date (21 days for
courses that are part of a primary MOS training track).

h. <u>Director, Marine Corps Computer and Telecommunications
Activity, Quantico</u>

(1) Add users requiring the Update/Download facility
to the profile G1505$DL.

(2) Coordinate BNA security access requests with the
CMC (MP).

6. <u>Reserve Applicability</u>. This Order is applicable to the
Marine Corps Reserve.

L. M. PALM
By direction

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INTERNAL MANAGEMENT CONTROL CHECKLIST

1. Questions applicable to all commands:

     a. Is the command using BNA to determine school seat
availability, reporting dates, and prerequisites?

          Yes _____   No _____   N/A _____

     b. Is the command entering students into BNA in the
required timeframes?

          Yes _____   No _____   N/A _____

2. Questions applicable to formal schools:

     a. Are managers evaluated on how effectively they administer
classes in BNA?
          Yes _____   No _____   N/A _____

     b. Are classes validated in BNA not more than 7 days
after completion?

          Yes _____   No _____   N/A _____

     c. Do local class rosters match class rosters in BNA?

          Yes _____   No _____   N/A _____

     d. Do local class schedules match schedules in BNA?

          Yes _____   No _____   N/A _____

     e. Do all formal courses taught at this location appear in
BNA for the current FY?

          Yes _____   No _____   N/A _____

     f. Were class schedule changes submitted to the CG, MCCDC
in a timely manner?

          Yes _____   No _____   N/A _____

                                                  ENCLOSURE (1)

3. Questions applicable to the CG, MCCDC only:

    a. Are managers evaluated on how effectively they administer formal school data in BNA?

        Yes _____   No _____

    b. Do all formal courses appear in BNA for the current fiscal year?

        Yes _____   No _____

    c. Do all Tqm's reflect correct Service School Codes and addresses?

        Yes _____   No _____

    d. Does a random sample of Tqm's reflect information consistent with the Course Descriptive Data (CDD) - particularly course length, maximum and minimum capacities and prerequisites?

        Yes _____   No _____

    e. Is BNA data being used for UCR (Training) reporting and other reporting of student attendance to DoD?

        Yes _____   No _____

    f. Are managers supervising schools to ensure that students are being entered into BNA and classes are being validated?

        Yes _____   No _____

    g. Are Tqm's transferred from TRRMS to BNA in a timely manner?

        Yes _____   No _____

    h. Has a reconciliation between TRRMS and BNA been performed in the last three months?

        Yes _____   No _____

    i. Is the boilerplate information (e.g., funding paragraphs, administrative instructions, etc.) in BNA up to date?

        Yes _____   No _____

ENCLOSURE (1)